

CLASSIFICATION SPECIFICATION FOR: COMMUNITY SERVICES OFFICER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

The Community Services Officer is a civilian, non-sworn position, under direction, performs a variety of duties and assignments including Patrol, which is principally the performance of a variety of routine, non-hazardous municipal law enforcement duties for which sworn personnel are not required; Crime Prevention, whose duty it is to inform the community of means to reduce the incidence of preventable crimes, with emphasis on the promotion of security and safety programs; Evidence Custodian, who is responsible for the receipt, storage, accounting, release and disposal of all property and evidence items taken into police custody; or Investigations Community service officer, Communications, records, traffic, and all non-sworn peace officer related duties, consistent with the needs of the department. Incumbents in this classification are required to wear a uniform, work shifts as assigned and work weekends.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. On assigned shifts, patrols the Town for the purpose of enforcing and preventing violations of applicable codes and ordinances; and for the purpose of reporting unsafe conditions, incidents of vandalism, and other related conditions.
2. Prepares necessary reports and appears in court to present evidence and testimony as required.
3. Prepares traffic accident reports, issues warnings and traffic citations, directs traffic enforces parking regulations.
4. Assist ill or injured citizens until proper medical aid arrives. Renders first aid and/or CPR when necessary.
5. Receives complaints and reports of routine criminal and non-criminal incidents from the public, prepares associated reports.
6. Performs daily liaison duties with the District Attorney's Office and the Court. Delivers and retrieves evidence to the County Crime Lab.
7. Initiates residential and commercial security inspections designed to inform citizens of measures that can be taken to reduce the incidence of burglaries, i.e., locks, lighting, alarms.
8. Presents home alert and other crime prevention programs to neighborhood groups, businesses, schools and other appropriate organizations. Prepare promotional material in the form of news articles, public service announcements, newsletters and brochures.
9. Assists with crime scene control; receives and identifies evidence and found property, maintains proper control of same, disposes of evidence and found property as directed.

10. Receives, stores, maintains control of records on, and releases or otherwise dispose of property and evidence items taken into police custody. Processes all property and/or evidence in accordance with laws and department policy. Lifts and moves heavy objects. Ensures security of evidence room and evidence storage areas.
11. Arranges for and conducts annual weapons destruction. Arranges for and conducts bi-annual narcotics destruction.
12. Represents the police department on the Town's Development Review Committee.
13. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Equivalent to the completion of the twelfth grade.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General office procedures.
- English usage, grammar, spelling and punctuation.
- Personal computer operating systems and software applications.
- Effective communication techniques.

Ability to:

- Recall detail, including the ability to accurately recreate witnessed events, conversations or readings and to record those recreations in written and/or oral form.
- Interpret and apply oral or written material/instructions, including the ability to listen to or read abstract or directive instructional material and to apply that data correctly to practical circumstances.
- Remain alert and coherent, including the ability to take or to decide between alternative courses of action under routine, highly stressful, or environmentally difficult conditions; an ability to remain alert at varying hours after scheduled rest or to remain alert during extended periods of an emergency or unanticipated nature.
- Have a background free of any felony convictions and with a demonstrated personal history of being able to live within the law.
- Work irregular hours.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Speak and understand a second language other than English.

- Code enforcement and basic crime prevention techniques.
- Additional college education in areas such as Public Relations, Psychology, Police Science and Criminology.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

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